**Supply, Delivery and Installation of Furniture and Associated Services – RM3812**

**Customer User Agreement**

The Supply, Delivery and Installation of Furniture and Associated Services agreement is available to all public sector departments and provides a compliant route to purchasing furniture and associated services.

The following information must be completed and provided to Crown Commercial Services prior to conducting any Further Competition call off activity through this agreement.

Please complete and return to: info@crowncommercial.gov.uk

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| **Contact Details** |
| **Contracting Authority** |  |
| **Contact Name** |  |
| **Contact Email Address** |  |
| **Customer Call Off Requirements** |
| **Nature of Service Requirement** |  |
| **Framework Agreement - Lot** | 1 | 2 | 3 | 4 | 5 |
| **Supplier(s) Invited (if known)** |  |
| **Estimated Budget** |  |
| **Value of Call Off (if known)**  |  |
| **Planned Commencement Date** |  |
| **Planned Expiry Date** |  |
| **Anticipated spend (by Financial Year) for duration of Contract** |  |
| **Confirm Yes/No if this information can be shared with the RM3812 supply base** |  |

Upon receipt of the completed form you will be provided with a **Customer User Agreement Reference Number**. This must be quoted in your documentation when placing an order through the framework with your Supplier(s). This should also be quoted when discussing the Call Off with Crown Commercial Services.

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| Customer User Agreement - Reference Number | **FURN-0000-2017\*** |

**\*to be completed by Crown Commercial Service**